


**CABINET MEETING  
MEETING MINUTES  
April 17, 2023, 9:00 a.m.  
Administration Building Board Room/Google Meet**

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**MEMBERS PRESENT:** Daryl Gehbauer, Kim Harvey-Manus, Josephine Kershaw, Dena McCaffrey, Tasha Welsh

**ABSENT:** Chris DeGeare

**GUESTS:** Shannon Schoenky, Jennifer Baine

AGENDA ITEM	DISCUSSIONS/OUTCOMES
<b>Call to Order</b>	<b>Time:</b> 9:09 a.m.
<b>Approval of Minutes</b>	<p>The <a href="#">April 3, 2023</a> and <a href="#">April 10, 2023</a> Cabinet meeting minutes were presented for approval.</p> <p>There will be an amendment to the April 10, 2023 minutes as follows: The Diversity Statement will be recorded as a video (more like an ad). Josephine will coordinate this.</p> <p><b>ACTION:</b></p> <ol style="list-style-type: none"> <li><b>Motion:</b> Kim motioned to approve the April 3, 2023 and April 10, 2023 Cabinet meeting minutes. <b>Second:</b> Dena <b>Vote:</b> All approved</li> </ol>
<b>Performance Evaluations</b>	<ul style="list-style-type: none"> <li>Dena discussed Board of Trustees Policy and Procedure V-001: Non-Instructional Personnel - Hiring.</li> <li>Evaluations are due by May 1.</li> </ul>
<b>Food Service</b>	<ul style="list-style-type: none"> <li>Cabinet discussed the  Food Service Survey 2023 - Student Focus.pptx results.</li> <li>Daryl is waiting on further information from vendors regarding options and costs.</li> <li>Dinner will be included on the food service plan.</li> </ul>
<b>Civic Engagement Plan</b>	<ul style="list-style-type: none"> <li>CEOC will be producing the Civic Engagement Plan, and will go through the same process as the Diversity Plan to be finalized.</li> <li>CEOC should use the same template as other College plans and reach out to John Linhorst for assistance.</li> </ul>
<b>New - Community Partner - CSL</b>	<ul style="list-style-type: none"> <li>IT was looking for approval to add All for Family to the CSL dropdown.</li> <li>Kim determined that in the April 3 minutes, Hillsboro United Methodist Church was mistakenly listed instead of All for Family. All for Family was approved.</li> </ul>
<b>Announcements</b>	<ul style="list-style-type: none"> <li>Announcements need to be proofed before they are sent out. It was emphasized that supervisors must read announcements before they are published.</li> <li>HR will send out an announcement to employees asking for referrals to fill specific open positions (Accounts Payable Specialist, Accountant, Viking Woods Maintenance Associate).</li> </ul>
<b>Tornado Warnings</b>	<ul style="list-style-type: none"> <li>Text announcements regarding tornado warnings are not sent out automatically.</li> </ul>

	<ul style="list-style-type: none"> <li>● Safe zones should be utilized based on weather sirens or other emergency messages.</li> <li>● Cabinet discussed creating a text group for emergency notifications to be sent to Viking Woods residents and other employees who may be on campus.</li> </ul>
<b>Town Hall - May 1, 2023</b>	<ul style="list-style-type: none"> <li>● Agenda items include: <ul style="list-style-type: none"> <li>○ Budget</li> <li>○ Years of Service and Retirees</li> <li>○ Q&amp;A</li> </ul> </li> </ul>
<b>Standing Agenda Items</b>	
<a href="#">Action Items List</a>	<ul style="list-style-type: none"> <li>● Monday Meeting Action Items were reviewed and updated.</li> </ul>
Strategic Workforce Planning Permissions to Fill	<p>The following Permissions to Fill were approved since the last Cabinet meeting:</p> <ul style="list-style-type: none"> <li>● Associate Dean of Science and Health - replacement for Kenny Wilson who is being promoted to Dean of Instruction.</li> <li>● Maintenance Technician - replacement for Alex Buxton, who will be promoted to Sr. Maintenance Technician effective July 1. Alex will replace Dave Brading, who is retiring.</li> <li>● Cabinet reviewed the statuses of other open positions.</li> <li>● Cabinet discussed where Arnold staff will be working this summer while renovations are underway.</li> </ul>
Purchasing	<ul style="list-style-type: none"> <li>● <a href="#">CARES ACT FUNDING SPREADSHEET 4 13 23</a></li> </ul>
Enrollment	<ul style="list-style-type: none"> <li>● No discussion.</li> </ul>
Budget	<ul style="list-style-type: none"> <li>● No discussion.</li> </ul>
Planning	<ul style="list-style-type: none"> <li>● No discussion.</li> </ul>
Employee Anonymous Questions	<ul style="list-style-type: none"> <li>● Any questions received will be discussed at the Town Hall.</li> </ul>
<b>Reports</b>	<p>Dena</p> <ul style="list-style-type: none"> <li>● A Special Board meeting will be held at 4:30 p.m. tomorrow at JCA.</li> <li>● The Foundation Auction is this Saturday, from 5:00-8:00 p.m.</li> </ul> <p>Chris - Not present to report.</p> <p>Daryl</p> <ul style="list-style-type: none"> <li>● A Bookstore meeting was held last week. Follett will handle Summer Intersession and first four-week books, then Barnes &amp; Noble will take over with books for Summer classes beginning July 12 and Fall classes. Follow-up meetings will take place.</li> </ul> <p>Kim</p> <ul style="list-style-type: none"> <li>● At last week's Meeting of the Minds Conference, Coordinator of Retention Services Brenna Young and COMTREA Therapist Heather Bond received the Outstanding Professional Award, and our CARE Team received the Outstanding Campus Program Award.</li> <li>● The first meeting with the new Clery Consultant, Kris Morales, took place last week. Regular meetings are scheduled.</li> </ul> <p>Josephine</p> <ul style="list-style-type: none"> <li>● AEL won a state-level High Quality award.</li> </ul>

	<ul style="list-style-type: none"> <li>● The AEL program earned this award for meeting all set targets for the 2021-22 academic year. <ul style="list-style-type: none"> <li>○ Only one other program in the state qualified for the award.</li> </ul> </li> </ul> <p>Tasha</p> <ul style="list-style-type: none"> <li>● Tasha attended the MU Remembers event that honored MU students, faculty, and staff who had passed away this past year. Their Book Committee purchases a new book to donate to their Library in memory of each person lost and adds a personal note inside each book.</li> </ul> <p><b>MOTION:</b></p> <ol style="list-style-type: none"> <li>2. Dena will speak with Chris and Blake about the possibility of Jefferson College purchasing books to donate to the Library in honor of faculty, staff, and students who have passed away each year.</li> </ol>
Executive Session	<ul style="list-style-type: none"> <li>● Cabinet met in Executive Session.</li> </ul>
Diversity Discussion	<i>What If: 10th Anniversary Edition: Short Stories to Spark Inclusion &amp; Diversity Dialogue? Off-Week</i>
<b>Adjournment</b>	<b>Time:</b> 10:23 a.m.

Respectfully Submitted,

Shannon Schoenky  
Senior Administrative Assistant to the Vice President of Student Services  
and  
Jennifer Baine  
Senior Administrative Assistant to the Vice President of Instruction